



Legislation Text

File #: 20-166, Version: 1

Memorandum

Date: March 10, 2020

To: Lake County Board of Supervisors

From: Todd Metcalf, B.S., Behavioral Health Services Administrator

Subject: Approve Agreement between the County of Lake and Bitfocus, Inc. for Clarity/Decipher Housing Management Information System (HMIS) for Fiscal Year 2019-20 for a contract maximum of \$25,930.25 and authorize the Board Chair to sign the Amendment.

Executive Summary: LCBHS is the lead administrative agency for the Lake County Continuum of Care (CoC). One of the federal requirements of CoCs is to have a Housing Management Information Systems (HMIS), which therefore falls under the responsibility of LCBHS. In order to have our HMIS system running effectively, LCBHS requires the expertise of a consulting firm that specializes in HMIS, including customizing the setup to our community, training our community agencies in how to use it, and training our administrator in how to maintain the system and provide the required reporting to HUD and for grant compliance.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$25,930.25 Amount Budgeted: \$25,930.25 Additional Requested: \$0 Future Annual Cost: TBD

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input checked="" type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?
Reason for request to waive bid?

Recommended Action: Approve the Agreement between the County of Lake and Bitfocus, Inc. for Clarity/Decipher Housing Management Information System (HMIS) for Fiscal Year 2019-20 for a contract maximum of \$25,930.25 and authorize the Board Chair to sign the Amendment.